

HR –Training Bldg 703 Job Risk Assessment Office Work

| | | | | | | |
|--|--------------------------------------|---|-------------------|------------|--------------------|-------------------------------|
| Name(s) of Risk Team Members: D. Dowling, D. Hubert, L. Barone, P. Esposito, N. Bernholc, B. Schwaner | Point Value → Parameter ↓ | 1 | 2 | 3 | 4 | 5 |
| Name(s) of Specific Application Risk Team Members: | | | | | | |
| Job Title: Office Work | Frequency (B) | ≤once/year | ≤once/month | ≤once/week | ≤once/shift | >once/shift |
| Job Number or Job Identifier: JRA-Training-Office Work | | | | | | |
| Job Description: Computer work, typing, using a mouse, phone use, desk work; manual office tasks-filing, copy machine work, hole punching, stapling, lifting of office supplies, equipment, storage boxes | Severity (C) | First Aid Only | Medical Treatment | Lost Time | Partial Disability | Death or Permanent Disability |
| Training Procedures List (Optional): Applicable Standard Operating Procedures: | Likelihood (D) | Very Unlikely | Unlikely | Possible | Probable | Multiple |
| Approved by: Wm. Hempfling Date: September 22, 2006 Rev. #: 0 | | | | | | |
| Stressors (if applicable, please list all) Stressors include possible long hours, deadlines, high volume of work | | Reason for Revision (if applicable): | | | Comments: | |

| | | | Before Additional Controls | | | | | | | After Additional Controls | | | | | | |
|--|---|---|----------------------------|---------------|-------------|------------|--------------|---------------|---------------------------------|---------------------------|---------------|-------------|------------|--------------|---------------|------------------|
| Activity | Hazard | Control(s) | Stressor | # of People A | Frequency B | Severity C | Likelihood D | Risk* AxBxCxD | Control(s) Added to Reduce Risk | Stressors | # of People A | Frequency B | Severity C | Likelihood D | Risk* AxBxCxD | % Risk Reduction |
| Computer work, keyboarding, using a mouse, | Repetitive motion injury to neck, arms, wrists, back strain, eye strain | Ergonomic review of work stations as needed | y | 1 | 1 | 3 | 4 | 12 | | | | | | | | |

HR –Training Bldg 703 Job Risk Assessment Office Work

| Activity | Hazard | Control(s) | Before Additional Controls | | | | | Control(s) Added to Reduce Risk | After Additional Controls | | | | | % Risk Reduction |
|---|--------------------|--|----------------------------|---------------|-------------|------------|--------------|---------------------------------|---------------------------|---------------|-------------|------------|--------------|------------------|
| | | | Stressor | # of People A | Frequency B | Severity C | Likelihood D | | Stressors | # of People A | Frequency B | Severity C | Likelihood D | |
| Manual office tasks such as filing, copying hole punching, stapling | Cuts and abrasions | Use of appropriate tool or equipment for the task. | y | 1 | 2 | 1 | 4 | 8 | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |

HR –Training Bldg 703 Job Risk Assessment Office Work

| | | | | | |
|---------------|-------------------|-------------------|-----------------|--------------------|----------------------|
| *Risk: | 0 to 20 | 21 to 40 | 41-60 | 61 to 80 | 81 or greater |
| | Negligible | Acceptable | Moderate | Substantial | Intolerable |

Further Description of Controls added to Reduce Risk:

Lessons Learned from this Risk Assessment; Improvements, Positive Feedback: